



WISCONSIN

DEPARTMENT OF WORKFORCE DEVELOPMENT
Division of Economic Support
Bureau of Work Support Programs

TO: **Economic Support Supervisors
Economic Support Lead Workers
Training Staff
Child Care Coordinators
W-2 Agencies**

FROM: Stephen M. Dow
Policy Analysis & Program Implementation Unit
Work Programs Section

BWSP OPERATIONS MEMO

No.: 00-75

File: 1260

Date: 11/01/2000

Non W-2 ☒ W-2 ☐ CC ☐

PRIORITY: URGENT

SUBJECT: **FOOD STAMP "POP OPEN" CASES**

CROSS REFERENCE: BWSP Operations Memo 00-44

EFFECTIVE DATE: Immediately

PURPOSE

To explain measures taken in CARES to prevent closed Food Stamp (FS) assistance groups (FSAGs) from "popping open" when an application has not been completed.

BACKGROUND

Operations Memo (OM) 00-44 explained a problem in CARES where closed FSAGs in an open case can pop open later because the "Y" request for FS still exists on the ACPA screen for FS.

One example of when this can happen is when FS closes for excess income but the case remains open for MA. If the "Y" request for FS is left on ACPA, the FSAG can pop open without an application in the future if the income later decreases enough to pass the FSAG. An application and a face-to-face interview are required to open a FSAG that has been closed for a day or more.

Detailed instructions were given for workers to follow on page 7 of OM 00-44. Workers should continue to follow these procedures:

1. Workers will tran to CARES screen ACPA and change the requesting assistance indicator from a "Y" to a "N" for FS only if all the following are true:
 - a. SFED has been run, and

- b. The case has been confirmed, and
 - c. FS are “closed”, and
 - d. The case is open for another program of assistance
2. Run SFED and confirm. The notice stating that FS are no longer requested is correct and should be issued. An earlier closure/denial notice should have been sent with the original closure/denial reason. (This is a different procedure than what was written in OM 00-44.)

CARES

A batch program in CARES will be run in late October to change the FS ACPA request from “Y” to “N” after 30 days of the following conditions are met:

- The case is not in intake, review, or pending mode and
- The FSAG has been closed for at least 30 days.

This will occur for all closed FSAGs, whether they’re in a closed case or in a case open for another type of assistance.

This purpose of the batch program is to capture those cases where the worker should have changed the FS ACPA request to “N” but didn’t. After the initial program is run in October, it will continue to be run at the end of each month. The override filing date on the FS ACPA screen will be set to the last day of the month in which the batch program changes the “Y” to an “N.”

CONTACT

DES CARES & Policy Call Center Email: carpolcc@dwd.state.wi.us
Telephone: (608) 261-6317 (Option #1)
Fax: (608) 266-8358

Note: Email contacts are preferred. Thank you.